



FOOD SCOOP

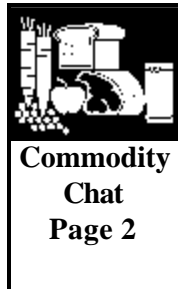
“A Michigan Food & Nutrition Program Edition”

August, 2003

Issue No. 1

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NEED ASSISTANCE CALL:

School Meals Program	(517) 373-3347
Food Distribution	(517) 373-8642
Fiscal Reporting	(517) 373-0420
Child & Adult Care Food Program	(517) 373-7391
Fax Number	(517) 373-4022

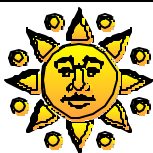


USDA Commodity On-Line Ordering

A letter from the Michigan Department of Education (MDE) notified superintendents that all USDA commodity orders would be placed on-line for the SY 2004. This letter was mailed on July 16, 2003 and stated that this procedure is mandatory for participation in the program.

Northern Warehouse and TLC Warehouse will accept orders by fax during the months of August and September 2003. However, all USDA commodity orders must be submitted through the on-line process after October 1, 2003. Both warehouses will provide training and/or answer question regarding their web- based programs.

MDE is confident that this new on-line procedure will enhance the ordering process of USDA commodities. Please feel free to contact Marla J. Moss, Supervisor of the Food Distribution Unit at 517-241-4054 should you have any questions regarding this new procedure.



Food For Thought

CNAP INFORMATION

CNAP is up and working, so it's time to log on and renew. CNAP Renewals for School Year 2003-2004 are due by Friday, August 22, 2003.

•Don't be afraid to refer to HELP:

Please refer to the HELP tabs when completing the CNAP Renewal. The HELP content will be specific to the current page that is open.

•Current Email Addresses:

It is important to keep your MEIS account information up to date, especially your Email Address. The CNAP system is programmed to send email messages to users via the email address that was registered with MEIS at the time of account creation. To update your MEIS information (i.e. change your MEIS password, adjust address info, email addresses, etc.) go to <http://meis.mde.state.mi.us/userman/> and follow the directions.

Changes to the Food Buying Guide for Child Nutrition Programs

This is a reminder to all persons who have received a copy of the November 2001 revised **Food Buying Guide for Child Nutrition Programs** (FBG) to update their FBG with changes USDA issued this Spring.

Since the revised ***Food Buying Guide for Child Nutrition Programs*** was distributed last year, several errors have been brought to USDA's attention. USDA has made a list of pen and ink changes that should be made to each (FBG) to correct these unintentional mistakes.

If you have not received or have misplaced your copy of the pen and ink changes, please go to:

<http://schoolmeals.nal.usda.gov/FBG/buyingguide.html>

Click on Pen and Ink Changes to be Made to the November 2001 Food Buying Guide. You can

download and print the 8 pages of changes from this website.

If additional corrections are required or if you have any questions on the Food Buying Guide, please contact the Technical Assistance Section of USDA at (703) 305-2609.

School Meals Free and Reduced Price Application Materials in Foreign Languages

If you are in need of free and reduced price application materials in languages other than English, go to the following website:

<http://www.fns.usda.gov/cnd/Translations/Default.htm>

Here you will find materials in many languages, including Cambodian, Hmong, Japanese, Korean, Laotian, Russian, Serbian, Spanish and Vietnamese. This site also has translations of other forms, including:

Letter to Households

Income Eligibility Guidelines

Eligibility Disclosure Letter

Meal Benefits Form/Instructions

Notification of Selection for Verification

Letter of Verification Results

Nutrition Reviews

Nutrition Reviews conducted during the 2002/2003 school year showed a significant process improvement from the previous years. Thank you to all who participated! We are looking forward to continued process improvements in 2003/2004 school year.

Nutrition Reviews will be conducted at two hundred schools during the 2003/2004 school year. These schools will be notified in the fall.

The entire review process, including but not limited to notification, nutrition analysis, and plan for improvement will be completed by the end of the school year. Completing the process in one year allows questions to be answered and necessary changes made before the following school year.

New Director Training Workshops

Are you a new Food Service Director/Manager and unsure of all the requirements of the National School Lunch Program (NSLP)? Are you uncertain how long to keep records? Not sure if applications for free and reduced meals are being processed correctly? Find answers to:

Who – fills out the paperwork/forms

What – are the program requirements

When – do certain forms need to be completed

Where – do I turn for help

Why – do I need to do all this

The Michigan Department of Education, School Meals Unit, will schedule several New Director Training Workshops in the Fall of 2003. The workshop agenda will progress through a typical school year, month by month, covering items that a School Food Service Director needs to know to be in compliance with USDA requirements.

Workshops will be held in Oakland County, Wayne County, Genesee County, Lansing, Grand Rapids, Jackson and the Grayling area. A workshop for the Upper Peninsula will be conducted via satellite conference. Each workshop will run from 9 AM – 3 PM. Workshops are one day only and there is no charge for the workshop.

A mailing with more information about site locations and times will be mailed to Superintendents and Food Service Directors in early August. Please

watch for this if you plan to attend.

Guidance for Homeless Children in the School Nutrition Programs

What is the definition of a homeless child? Are homeless children eligible to receive free meals in schools? The State Agency is often asked these questions during the application-approval process.

Two memos have been issued by USDA, which address homeless children and meal eligibility. Go to the following website for the entire content of the memos:

<http://www.fns.usda.gov/cnd/Governance/Memos/2002-04-04.pdf>

In 1992, USDA issued the following guidelines to follow when dealing with homeless children:

When an application is not submitted by the household (or anticipated that an application will be submitted), the director of a homeless shelter where the child resides may complete and submit an application for the child.

Local officials may complete an application for a child and approve the child for free meals based on their knowledge the child's address is a homeless shelter or the child has no known address and is indeed homeless.

When it is not practical for those officials to complete individual applications because of large numbers of homeless children, documentation to substantiate free meal eligibility may consist of a list containing the following information:

- child's name
- effective date
- date of withdrawal

- residence (shelter, etc.)
- signature of determining official
(i.e., local educational liaison, director of homeless shelter)

This list must be updated as changes occur. The objective is to keep the list of eligible children current, removing names of children who may have left the school or institution or whose circumstances may have changed.

In January 2002, The McKinney-Vento Homeless Assistance Act was amended and clarified the definition of homeless children and youth. It also has a provision that requires each school district to designate a local educational agency liaison. USDA has published "Updated Guidance for Homeless Children in the School Nutrition Programs" in an April 4, 2002 memo, which is published on the above website.

The April 4, 2002 memo gives the complete definition of "homeless" and the duties of the local educational agency liaison. School food authorities should work with their local educational agency liaison to ensure homeless children have access to the benefits of the child nutrition programs.

A child or family may temporarily reside with another household and still be considered homeless under the definition of homeless in the McKinney-Vento Homeless Assistance Act. Page two of the April, 2002 memo elaborates on this issue and gives clear guidance for how to calculate income and eligibility in these cases.

Please download, print and refer to the two memos regarding homeless children. If you have any further questions, please call 517/373-3347 and ask to speak with a School Meals Consultant.

NFSMI

Summer Food Service Programs: Planning for Next Summer

The Summer Food Service Program (SFSP) helps to fill the hunger gap by providing meals to millions of children each day when school is not in session. The information presented during this Live and Interactive Teleconference on August 21, 2003 will help you learn how to start a new SFSP or enhance an existing program. Learn more about: roles and responsibilities, budgetary concerns, marketing ideas, and mentoring. Join NFSMI and a panel of experts in a discussion of the SFSP. Satellite Coordinates and Times: <http://www.nfsmi.org/Education/Satellite/ss33/satinfo.htm>

Food Safety Publications

The Food and Nutrition Service (FNS) is providing several new food safety materials for food service employees and teachers. This year, FNS is making available a Thermy™ Temperature Rules! Poster and a Thermy™ Temperature Rules! magnet, in English and Spanish. The information found in the Thermy™ posters and magnets is adapted from the USDA Food Safety and Inspection Service Thermy™ Consumer campaign. These materials are designed to educate food service employees about cooking specific foods to safe internal temperatures.

These materials, as well as the Fight BAC™ laminated pocket card and poster, Thermy™ pocket card and Manager's Self-Inspection Checklist that were distributed in previous years, are currently available for distribution.

All of these materials are available free of charge. Order them directly by printing the order form, which is attached as a Word document.

NEW - USDA Team Nutrition Publication

Attached is an order form for the "Power of Choice" publication from Team Nutrition. This resource is designed to help those working with young adolescents show how to make good decisions about eating and physical activity to maintain good health now and for years to come. It includes a leader's guide, CD-ROM, video and handouts.

This is a free resource. Just complete the order form and fax to USDA Team Nutrition at (703) 30-5-2549.

Public Media Release

At the start of every new school year the public must be notified that the National School Lunch, School Breakfast, and Special Milk Programs are available in schools that participate in these programs.

It is the responsibility of a school or school district to distribute a Public Release to the local news media, the employment office, and any major employers who are contemplating large layoffs in the attendance area of the school or school district. (Note: districts/schools are not required to pay for a legal ad, but copies of the requests to media must be maintained on file.)

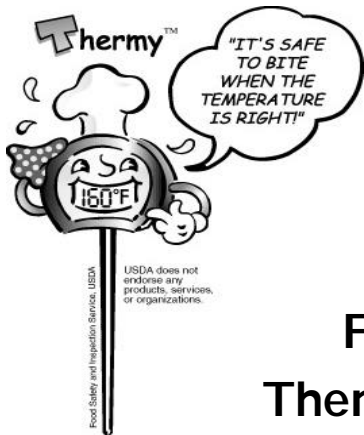
Public releases must include the eligibility criteria for free and reduced price meals and/or free milk. It must be the same information supplied in the letter or notice to households, except that the public release must contain both the free and reduced price Income Eligibility Guidelines (IEGs.) The public release that only refers to the Special Milk Program should not contain reduced price IEGs.

Sample Public Media Releases for the Free and

Reduced Price Meals and Free Milk are included on CNAP Main Menu Page under the heading Downloadable Prototypes or on the website www.michigna.gov/mde, click on Programs and Offices, then School Support Services, under What's New.

Please refer to the USDA Eligibility Guidance for School Meals Manual, at www.fns.usda.gov/cnd/Guidance/default.htm for further information on this topic.

<div>August 2003</div> <div>CALENDAR OF EVENTS</div> <div>CHILD NUTRITION PROGRAM</div>	<div>Michigan State Board of Education</div> <div>Kathleen N. Straus, President</div> <div>Sharon L. Gire, Vice President</div> <div>Michael David Warren Jr., Secretary</div> <div>Eileen L. Weiser, Treasurer</div> <div>Marianne Yared McGuire, NASBE Delegate</div> <div>John C. Austin</div> <div>Herbert S. Moyer</div> <div>Sharon Wise</div> <div>Thomas D. Watkins, Superintendent</div> <div>Governor Jennifer Granholm, Ex-Officio</div>
August, 2003	
10	July Monthly Claim Due
21	NFSMI Teleconference Summer Food Service Programs: Planning for Next Summer
29	June Monthly Claim Deadline
September, 2003	
10	August Monthly Claim Due
30	Monthly Claim Deadline



FREE!!!

NOW
in
English & Spanish

FOOD SAFETY MATERIALS ORDER NOW!

Fight BAC!™ Posters & Pocket Cards
Thermy™ Posters, Magnets & Pocket Cards

Please indicate how many of each item you would like to order

ENGLISH MATERIALS

New!

- _____ Thermy™ Temperature Rules! Poster
- _____ Thermy™ Temperature Rules! Magnet

Still Available!

- _____ Schools Fight BAC!™ Poster
- _____ Child Care Centers Fight BAC!™ Poster
- _____ Thermy™ Pocket Card
- _____ Fight BAC! Laminated Pocket Card
- _____ Manager's Self-Inspection Check List
(50 sheets per tablet)

SPANISH MATERIALS

New!

- _____ Thermy™ Temperature Rules! Poster
- _____ Thermy™ Temperature Rules! Magnet
- _____ Schools Fight BAC!™ Poster
- _____ Child Care Centers Fight BAC!™ Poster
- _____ Thermy™ Pocket Card

Still Available!

- _____ Fight BAC! Laminated Pocket Card

NAME

ORGANIZATION

STREET ADDRESS (Please no P.O. Boxes!)

CITY

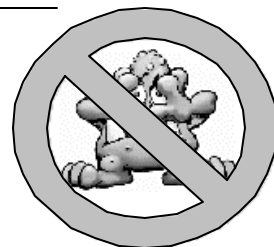
STATE

ZIP CODE

PHONE

**MAIL or FAX
your order to:**

NTIS
5285 Port Royal Road
Springfield, VA 22161
Phone: (703) 305-1624
Fax: (703) 605-6852



The Power of Choice

Helping Youth Make Healthy Eating and Fitness Decisions • A Leader's Guide

Jointly developed by the Food and Drug Administration and the Food and Nutrition Service

For USDA Child Nutrition Programs only*

Please indicate in which USDA Child Nutrition Program you participate:

- ☐ National School Lunch Program ☐ Child and Adult Care Food Program
☐ Summer Food Service Program ☐ Afterschool Snacks Program ☐ None

Please send one free copy of *The Power of Choice* to:

Name: _____

Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Please identify where you will be using *The Power of Choice* with adolescents:

Type of Program: _____

Type of Location: ☐ recreation center ☐ school ☐ library ☐ community center

☐ other: _____

Grades (K- 12): _____ Total Enrollment: _____

How did you find out about *The Power of Choice*?

☐ Team Nutrition Home Page ☐ Association Meeting/Conference: _____

☐ In a magazine or newsletter from the following organization: _____

☐ Other _____

Fax this form to: Team Nutrition at (703) 305-2549

Or mail to: USDA's Team Nutrition
3101 Park Center Dr., Rm. 632
Alexandria, VA 22302

Or order the kit online at: www.fns.usda.gov/tn

* While supplies last; limit one per site